

State of Connecticut
The Department of Social Services
Job Opportunity

Social Services Program Assistance Technician 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: October 10, 2014

Closing Date: October 17, 2014

The Department of Social Services, Division of Integrated Services, Office of Community Services, is currently accepting applications for one (1) Social Services Program Assistance Technician 2, located in our Central Office.

Eligibility Requirements: Applicants must have taken and passed the current Department of Administrative Services Examination Number 140650 for Social Services Program Assistance Technician 2. State of Connecticut employees who are currently classified at this level or have previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to the Examination prior to the above closing date to qualify for this vacancy.

Open To: The Public and State Employees

Position: Social Services Program Assistance Technician 2 (Salary Grade SH-21)

Position Number: 106764

Bargaining Unit: Social and Human Services (P-2)

Salary Range: \$57,495.00 - \$71,550.00 Annual

Hours of Work: 8:00 am to 4:30 pm - Monday through Friday – 40 Hours per Week

Location: 55 Farmington Avenue, Hartford, CT

DUTIES/RESPONSIBILITIES: This position tasks and responsibilities will be in line with Federal block grant programs. This position will be performing a range of tasks in monitoring programs to ensure that program guidelines are followed and requirements are met, as well as provide technical assistance to agencies in program development and monitoring to determine and ensure program effectiveness. Additional responsibilities include interpreting and explaining regulations, guidelines and procedures of programs; determine feasibility of program evaluation; conducts evaluability assessment through identification of users and use of program, collecting information on intended program activities, objectives, goals and assumed casual relationships and synthesizing this information into a rhetorical program model; conducts inspections, interviews and field visits to determine if program requirements are being met; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED (Knowledge, Skills and Abilities): Knowledge of program development and monitoring functions; knowledge of process followed to determine program compliance; knowledge of program evaluation concepts and methodology; knowledge of formal research methodology; knowledge of grant preparation and administration; basic knowledge of formal statistical methodology; basic knowledge of accounting and budgeting principals; considerable oral and written communication skills; interpersonal skills; ability to read and interpret regulations and guidelines; ability to perform basic mathematical computations; ability to work independently or as part of a team.

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EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of experience in grant administration including program development and monitoring or program monitoring and evaluation.

Note: Program refers to a set of activities designed to provide needed resource to a community, consisting of planning, budgeting, grants administration, monitoring, technical assistance, and evaluation and liaison activities among others.

Special Requirement:

Incumbents in this class may be required to travel.

Note: The position may be filled by mandatory candidates from Re-employment and SEBAC Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

Due to the large volume of applications received, we are unable to confirm receipt of applications.

PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED BY FRIDAY, OCTOBER 17, 2014

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.